



Building Maintenance Plan and Log

Complete this form and have it available to provide on request for Countryside Stewardship agreements that include:

- **Option HS1 – Maintenance of weatherproof traditional farm buildings**
- **Option HS8 – Maintenance of weatherproof traditional farm buildings in remote areas**

Complete a separate log for each building covered by these options.

CS Agreement number:

Building number/name/description:

Farm environment record number:
(if applicable)

Instructions

Throughout the lifetime of your Countryside Agreement you must use this form to support your payment claim for option HS1/HS8.

Section 1

- Use the first column in the table to identify & plan the maintenance that you will need to carry out on your traditional farm buildings that are under the options HS1/HS8. Tick all sections that are relevant to your building/s.
- Carry out the inspection tasks according to the plan. Most items need checking annually and after storms.
- Log the dates of inspection and the date that the work was completed in the spaces provided.

Section 2

- Record brief details of any problems that you noted from your Inspection tasks
- Briefly describe the maintenance work that you completed on the building.
- Take 'before' and 'after' photographs to show the maintenance work you did and number them so that you can refer to them in Section 2. Keep these with your Maintenance Log and Plan.

Section 1: The maintenance plan and log

Roof areas

Part of my plan (Tick)	Include if you have	Inspection and recording tasks	Maintenance tasks	Frequency	Yearly inspection date (DD/MM/YY)					Storm inspection date if required (DD/MM/YY)					Maintenance tasks and section 2 both completed (Tick)					
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	All roofs	Inspect roof areas from the ground and accessible high points. Inspect internal roof space from below, especially below gutters. Record evidence of any problems.	Repair damage to the roof coverings.	Annually and after storms																
	Slate, tile, stone roofs	Inspect for slipped, cracked or missing tiles and slates. Record evidence of any problems.	Replace tiles to match or re-fix as necessary.	Annually and after storms																
	Ridge tiles	Inspect bedding and jointing between ridge tiles. Record any loss or damage to the ridge tiles.	Re-bed and re-point as necessary.	Annually and after storms																
	Roof verge	Check for loose mortar or slipped copings. Record any loss or damage.	Re-bed or re-fix as necessary.	Annually and after storms																
	Asphalt roofs	Inspect condition of flat areas and upstands/cover flashings at abutments. Record any splits and holes.	Make temporary repairs to splits and holes.	Annually and after storms																
	Sheet metal roofs and cladding	Inspect condition of joints and clips/ upstands/cover flashings at abutments. Record cracks, splits or loose clips.	Make temporary repairs to cracks and splits, secure loose clips.	Annually and after storms																
	Shingle roofs and cladding	Check for curling, splitting, moss growth, fungal attack. Record any shingles in poor condition.	Replace/repair damaged shingles or cladding.	Annually and after storms																
	Thatch	Check for early signs of failure of the thatch at ridges, gables and chimney abutments. Check for moss, algae, bird damage etc. Record any problems.	Rake down roof to remove moss growth and debris.	Annually and after storms																

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					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	Sheet roofing materials	Check for wind damage, lifting at ridges or loose fixings. Record any problems.	Repair any damage including re-fixing loose fixings and ridges.	Annually and after storms																
	Lead weatherings and flashings	Inspect condition of lead weatherings and flashings. Record any splits or holes.	Make minor repairs where necessary (eg dress back clips, make good mortar fillets).	Annually and after storms																

Rainwater disposal (above and below ground)

Part of my plan (Tick)	Include if you have	Inspection and recording tasks	Maintenance tasks	Frequency	Yearly inspection date (DD/MM/YY)					Storm inspection date if required (DD/MM/YY)					Maintenance tasks and section 2 both completed (Tick)					
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	Rainwater goods generally	Inspect rainwater goods from the ground and accessible high points. Record any issues.	Carry out a clearance of the debris.	Annually and after storms																
	Rainwater goods and hoppers	Check gutters, downpipes for any debris or vegetation. Check any hopper heads and overflows are clear.	Record and carry out a clearance of the gutters and any hoppers and overflows.	Annually and after storms																
	Rainwater goods	Inspect rainwater goods for cracks and leaks, broken or misaligned brackets, poor falls or backflow (reverse flow) of discharged water. Record new damage or poor water movement.	Repair or replace the damaged or cracked sections using matching materials and colour. Do work to ensure water disposal system operates as originally intended.	Annually and after storms																

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					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	Rainwater goods	Inspect rainwater goods for defective paintwork. Record any new damage to paintwork or flaking paint.	If previously painted, fully repaint rainwater goods once during the life of the agreement.	Annual inspection Repaint on a 5 year cycle.																
	Timber fascia boards	Inspect fascia boards for defective paintwork. Record any new damage to paintwork or flaking and repaint.	If previously painted, fully repaint fascia once during the life of the agreement.	Annual inspection Repaint on a 5 year cycle.																
	Perimeter drainage channel	Check any drainage channels for blockages. Record any blockages.	Clean/clear out.	Annually and after storms																
	Below ground drainage	Open up inspection chambers and check that all gullies and gratings are free from silt and debris and that water discharges freely. Record any blockages.	Clean/clear out.	Annually and after storms																

External walls (including doors and windows)

Part of my plan (Tick)	Include if you have	Inspection and recording tasks	Maintenance tasks	Frequency	Yearly inspection date (DD/MM/YY)					Storm inspection date if required (DD/MM/YY)					Maintenance tasks and section 2 both completed (Tick)					
					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	External walls generally	Inspect external walls and check for any signs of leaning or cracking. Record any signs of new movement.	If required undertake propping.	Annually																
	External walls generally	Check for vegetation growth that may be obscuring any problems or damaging walls. Record any new vegetation growth.	Remove vegetation.	Annually																

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					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
	Masonry walls	Inspect mortar joints, loose masonry; plaster or render failure and hollowness. Record any issues or signs of movement.	Mend and undertake repointing as necessary.	Annually															
	Masonry walls	Inspect window and door arches for any sign of movement. Record any issues or signs of movement.	If required undertake limited propping.	Annually															
	Masonry walls	Check for signs of dampness; particularly the height of external levels in relation to internal levels and materials stacked against external walls. Record any internal and external damp.	Lower external ground levels or remove material stacked against walls if causing damp.	Annually															
	Copings and parapets	Inspect condition of any parapets for any loose or missing copings. Record any damage or signs of movement.	Re-bed and repoint as necessary.	Annually															
	Timber frame	Inspect frame for bowing, leaning, signs of rot or decayed joints. Record any damage or signs of movement.		Annually															
	Timber frame	Inspect infill panels for cracking or loose material. Record any deterioration or issues.	Repair/make good using compatible materials.	Annually															
	Timber frame	Inspect condition of horizontal timbers above masonry plinth for signs of rot or decay. Inspect masonry plinth for damp and stability. Record any deterioration or issues.		Annually															
	Timber frame	Inspect condition of weatherboarding for any sections that have slipped or are showing signs of decay. Record any problems.	Mend or replace as necessary with like for like materials.	Annually															

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					Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	Earth walls	Inspect for cracking/hollowness of surface render or coatings. Record any deterioration.	Make good/mend using compatible materials.	Annually																
	Earth walls	Check for rodent damage and damp patches particularly at the wall head. Record any problems.	Exterminate vermin if necessary. Remove source of damp (including by checking gutters, downpipes and roofing and making any issues good).	Annually																
	Earth walls	Check masonry plinth for damp and stability. Record any problems and identify incremental change.	Make good and repoint as required.	Annually																
	Ventilation	Check that ventilation grilles, air bricks and louvres are free from obstruction. Record any problems.	Clean/clear out.	Annually																
	Doors and windows	Inspect doors and windows for open joints, rot to cills and frames, defective putty to glazing, broken glass, failed hinges, rusting in metal frames. Record any problems or deterioration.	Undertake repairs as necessary using like for like materials.	Annually																
	Doors and windows	Inspect existing paintwork for flaking etc. Record any issues.	Repaint existing paintwork once in the lifetime of the 5 year agreement.	Annual inspection Repaint on a 5 year cycle.																
	Bird screens	Check bird-screens to windows openings before nesting starts. Do not disturb bats. Record any issues.	Repair bird screens as necessary.	Annually																
	Water storage and pipework	Ensure all exposed pipe-work is adequately insulated to prevent freezing. Record any problems.	Add adequate insulation as necessary.	Annually																

Section 2: Description of issues noted and maintenance work done

Roof areas

Year	Issues recorded during inspection	Description of maintenance work done	Maintenance photo ref (before and after)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Rainwater disposal (above and below ground)

Year	Issues recorded during inspection	Description of maintenance work done	Maintenance photo ref (before and after)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

External walls (including doors and windows)

Year	Issues recorded during inspection	Description of maintenance work done	Maintenance photo ref (before and after)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Glossary

Abutments: a point at which something abuts against something else

Chambers: that section in a sewer system where the flow from one or more sewers joins or converges into a main sewer

Copings: the top, typically curved or sloping, course of a brick or stone wall

Dress back: push back into place

Fascia: a vertical frieze or band under a roof edge, or which forms the outer surface of a cornice

Flashings: a thin, impervious sheet of material placed in construction to prevent water penetration or direct the flow of water. Flashing is used especially at roof hips and valleys, roof penetrations, joints between a roof and a vertical wall, and in masonry walls to direct the flow of water and moisture

Gables: the portion of the end of a building that extends from the eaves to the peak or ridge of the roof

Hopper heads: a funnel-shaped enlargement at the top of a downspout where the gutter rainwater is received

Louvres: a framed opening in a wall, fitted with fixed or movable slanted slats used for ventilation and air intake

Mortar: a mixture used in masonry construction that can be troweled into the gaps between stonework

Plinth: a block or slab supporting a column or pedestal at the top or bottom

Render: the plaster covering of an entire internal or external wall

Ridge: the highest point of two adjoining roof spans usually finished with stone or moulded cement stone covering

Shingles: a roof-covering unit made of asphalt, wood, slate, asbestos, cement, or other material cut into stock sizes and applied on sloping roofs in an overlapping pattern

Upstands: the portion of a flashing or roof covering that is run up a wall without being tucked in, and which is usually covered with stepped flashing

Weatherboarding: a set of fixed boards (usually wood) to the side of a building to stop water entry